SEAS

Scholar Enrollment and Affirmation System

User Guide

GPA Instructions

Updated: January 2015

1. Click on "Download Data" in the left column.
2. Click on the suitcase icon "GPA Update".
3. Select the appropriate cohort year from the drop down box.

4. Select "Manual Update"
5. Click on the magnifying glass next to "Manual Update".
6. A list will appear.

7. You will have two options to update student GPAs:
    a. **Option 1** - Update the entire list:
        i. Input the cumulative GPA for each student in the field to the right of their name (labeled updated GPA). **No lines can be left blank.**
        ii. To save and update all GPA's, click on the 🖫 icon at the bottom of the list.

JOSE							Update
AARON	J						Update
ZACHARY	A						Update
ZACHARY	A						Update
Justin	M						Update
JESSICA	N						Update
VICTORIA	A						Update
FELICIA	A						Update

b. **Option 2** – Update GPA for an individual student:
    i. Input the cumulative GPA for the selected student in the field titled "Updated GPA".
    ii. Once GPA has been entered, click "Update" next to that student's GPA.
    iii. **DO NOT** click the "Save" 💾 icon if you choose this option

It group of scholar GPA values have been added to save the data to the system. Additional scholar data can be retrieved by clicking the 'Next' link at the bottom of the grid.

First Name	Middle Initial	Last Name	Current GPA	Entered/Updated By	Entered/Updated Date	Updated GPA	Update
TESSA	N		2	charles	3/13/2012 11:55:16 AM		Update
BLAKE	R		3	SeFaurote	3/5/2012 10:21:58 AM		Update
NATHAN	W						Update
BENJAMIN	J		3	SeFaurote	3/5/2012 10:22:15 AM		Update
LAURELEI	R						Update
KIERSTEN	A		2	SeFaurote	3/5/2012 10:22:27 AM		Update
JUSTIN	D						Update
ALISSA	L		3	SeFaurote	3/5/2012 10:46:26 AM		Update
GUNNAR			3	SeFaurote	3/5/2012 10:46:37 AM		Update
ABIGAIL	Y		3	charles	3/13/2012 12:14:52 PM		Update
ALISSA			1	FNIA	3/16/2012 4:25:47 PM		Update
MARIAH	A		3	SeFaurote	3/5/2012 10:47:02 AM		Update
BRITTANY	N						Update
NICHOLAS	N		2	SeFaurote	3/5/2012 10:47:11 AM		Update
MEGAN			3	SeFaurote	3/5/2012 10:47:20 AM		Update
AMBER			3	SeFaurote	3/5/2012 10:47:26 AM		Update
JACOB	G		2	charles	3/13/2012 12:08:50 PM		Update
KAYLA	D						Update
ANDREA	M		3	SeFaurote	3/5/2012 10:47:43 AM		Update
AMBER	N		2	charles	3/6/2012 2:49:36 PM		Update
TIFANI	L						Update
GWENDOLYN	M		3	SeFaurote	3/5/2012 10:48:02 AM		Update